How do I add a new room set?

Q: How do I add a new room set?

Answer

To add a new Room Set or edit information about a Room Set, click the DLC code for which you have the authority to maintain rooms. (Note, as in the example above, you will only have authority to view information in the DLC(s) shown in your list, not in all DLCs.)

Result: A list of previously-defined Room Sets for the given DLC, if there are any, is displayed.

• From this page, you can either:
  • add a new Room Set by clicking on the link Add a new Room Set under this DLC
  • view and update information about an existing Room Set by clicking on the Room Set code

1. When the Add a new Room Set form appears, take a moment to think about the most practical way to group the Rooms (and, sometimes, to create, define, and add your DLC-specific Subrooms that should be associated with this Room Set). Think about the best way to aggregate the rooms in your DLC in order to manage most effectively the EHS operations work in your DLC - organization, training, audit, and inventory. Then complete the following fields to describe the new Room Set and to identify people with key duties, roles, responsibilities, and authorities for EHS operations work for the Room Set. Complete the following fields:
  • Room Set code: This field is a unique identifier created by the system to identify the Room Set. It can be modified, but any modified Room Set code must also be unique identifier or the system will not accept it.
  • Room Set name: Choose a name for the space, e.g., Bob’s Lab
  • Type: Select the appropriate type from the drop-down menu. Click help... to see a set of definitions for Room Set types.
  • DLC code: If the displayed DLC is correct, leave it. However, if another DLC is appropriate, choose it from the list of DLCs (see below). You can only change DLC codes to one for which you have authorization to maintain data.
  • Group within dept: Optional field. For your use in associating the Room Set with a group within your DLC.
  • Supervisor: The Kerberos name for the Supervisor for the Room Set. This person is often, but not always, the Principal Investigator / Supervisor
  • EHS representative: The Kerberos name for the EHS representative. This person reports to his or her DLC Principal Investigator / Supervisor
  • Home phone numbers on green cards: Field indicating whether home phone numbers should be shown (Show) or hidden (Hide) for the emergency preparedness and response green card.
  • Notes: Optional field. For your use to capture notes about the Room Set.
  • Last Modified: Updated by the system to identify the date information about the Room Set was last updated and by whom.

2. To continue adding details about the Room Set, including the actual rooms and contact people, click the Add Room Set button.